



TranzSafety Android App User Guide

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Installing TranzSafety on your android phone/tablet

Setting up a Google account

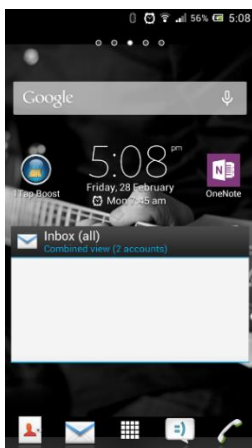
If you have not already got the TranzSafety application installed on your device it must first be downloaded from the Google Play Store.

To gain access to the Play Store you must first be logged in to a Google account on the device. You can create a new Google account or choose an existing one from the “Settings” menu on the device itself.

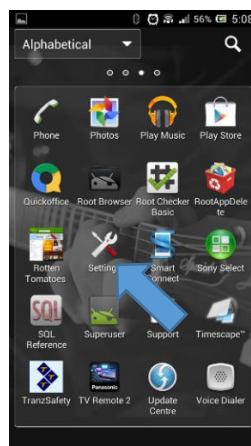
See screen shots below for help with this process.

Please note: The screenshots below are based upon devices running Android version 4.1.2. These screens may vary depending upon Android version and device manufacturer modifications.

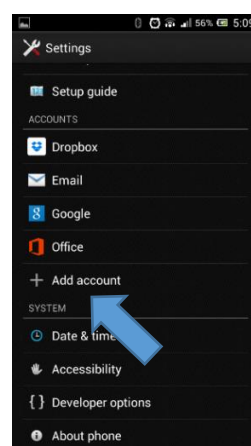
1. Tap on grid icon



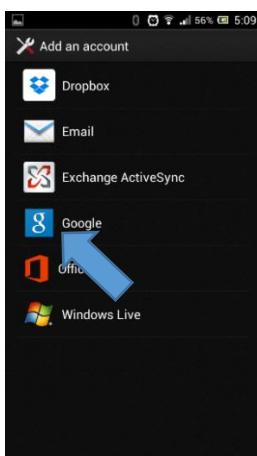
2. Tap “Settings”



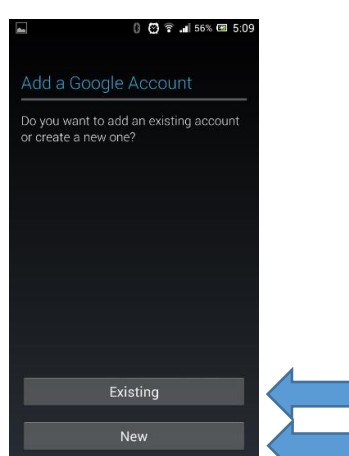
3. Tap “Add account”



4. Tap “Google”

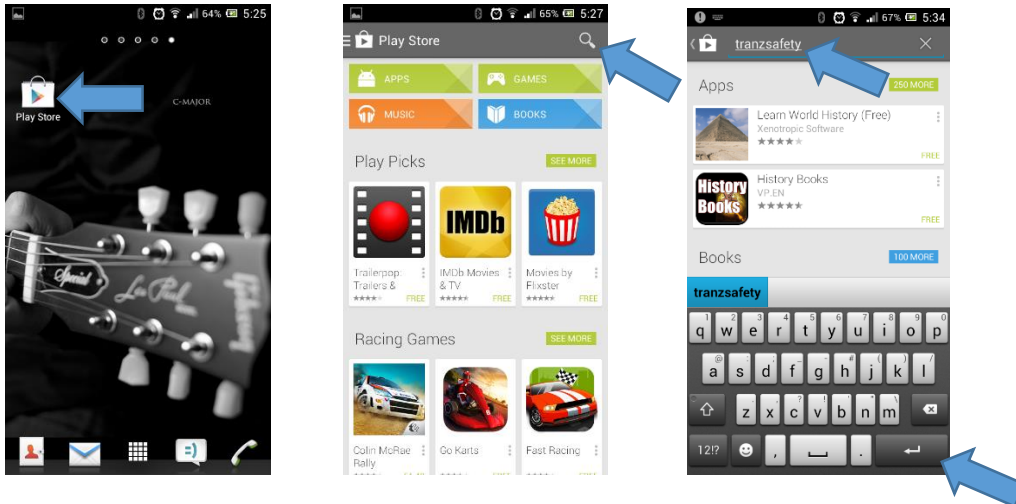


5. Tap “Existing” or “New” as required

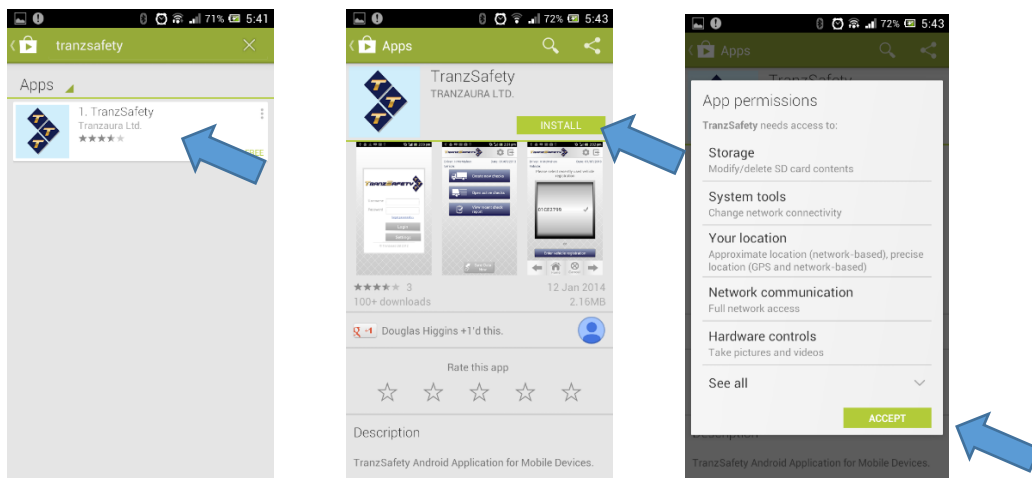


Downloading the TranzSafety App from the Play Store

1. Tap on Play Store icon
2. Tap Magnifying glass
3. Type "TranzSafety" in search bar and tap the Return key



4. Tap on TranzSafety
5. Tap Install
6. Tap Accept



7. Once installed the TranzSafety icon should now appear on your device screen.



Using TranzSafety

1. Tap on the TranzSafety shortcut icon.



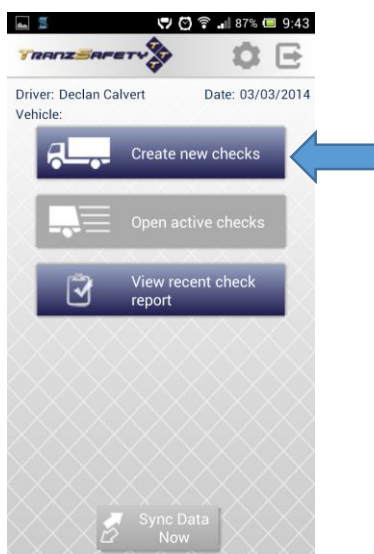
2. Enter your TranzSafety username and password as provided to you by your company and tap "Login".



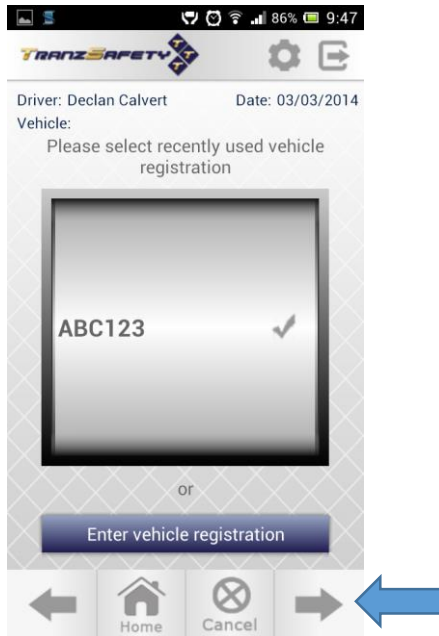
3. It is not recommended that any changes are made to "Settings" above.

Creating a new safety check

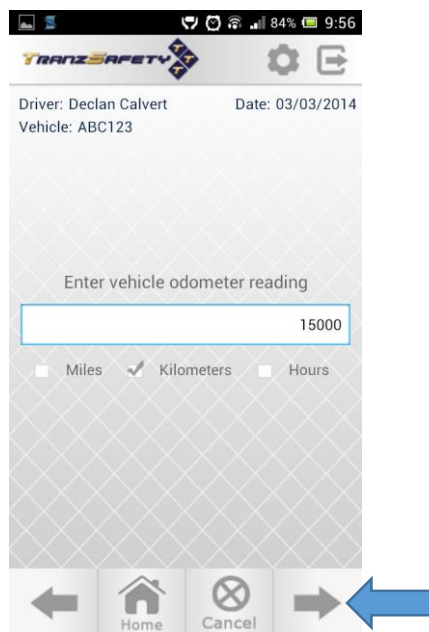
1. Tap "Create new checks".



2. Choose a vehicle registration from a list of previously entered vehicles, or tap “Enter vehicle registration”, then tap the forward arrow as below.



3. Enter the start odometer value and tap the forward arrow as below.



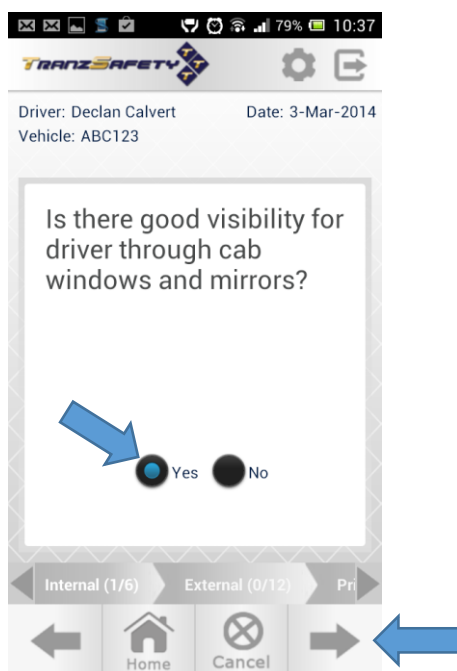
4. Tap the forward arrow to begin your Pre-departure checks



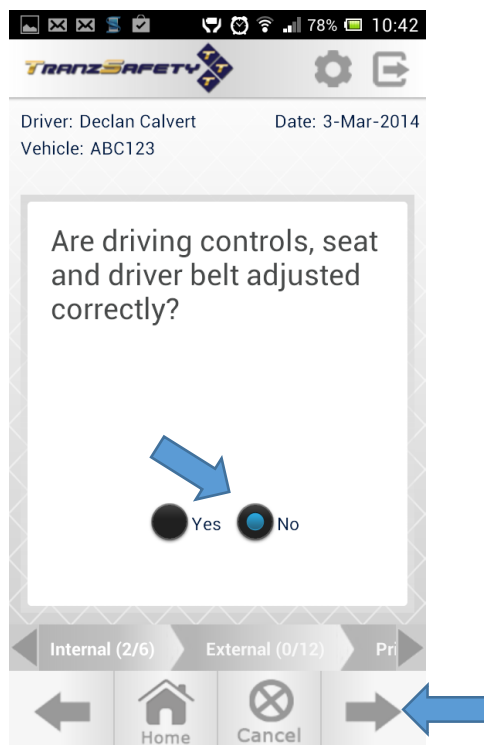
Safety Check defect questions.

In the following screens you will be presented with a list of questions and/or messages in relation to the condition of the vehicle.

Where no defect is found "Yes" should be answered to the question. Then tap the forward arrow to see the next question.



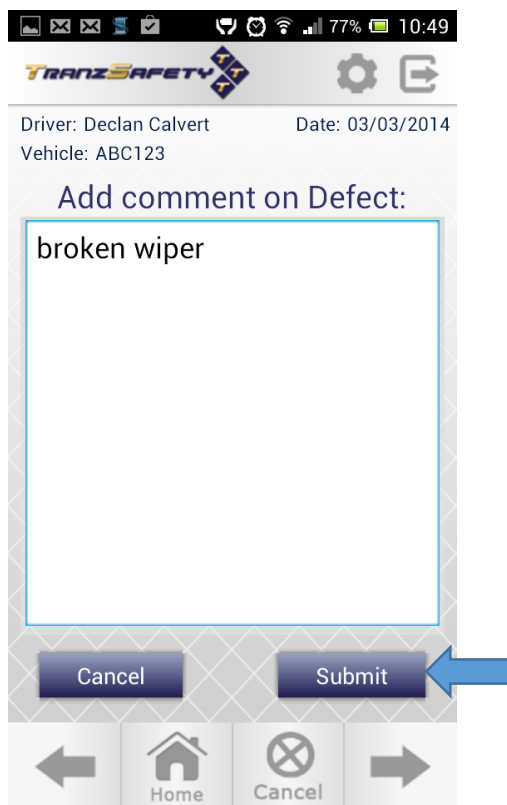
Where a defect is found “No” should be answered to the question. Then tap the forward arrow.



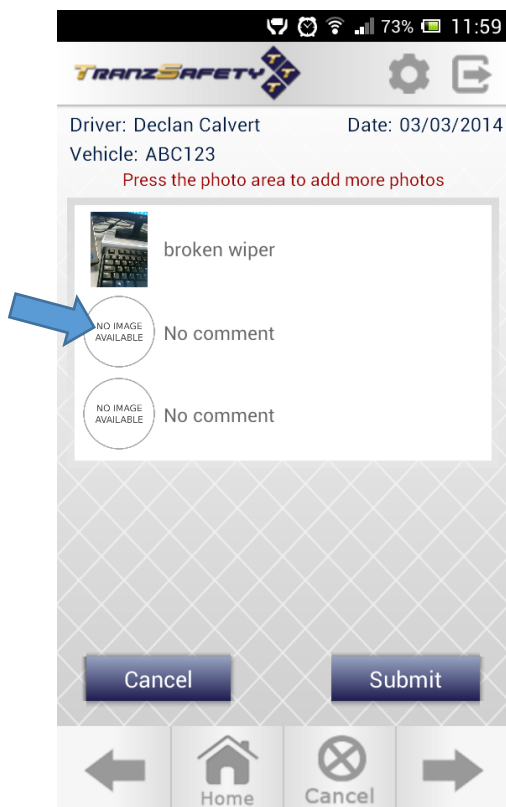
Tap yes if you wish to take a photo of the defect.



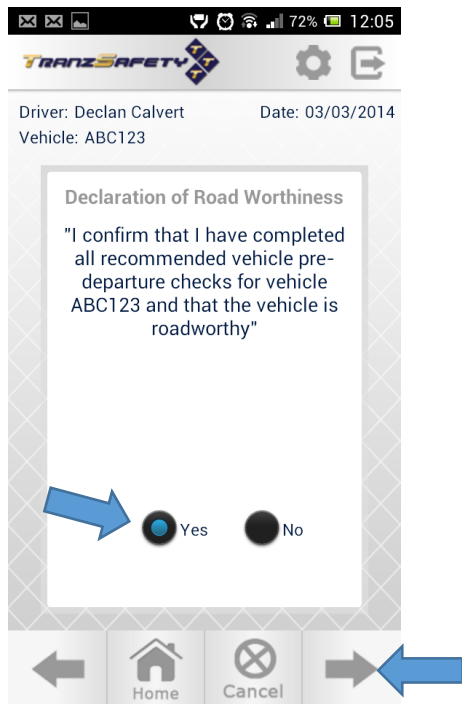
Add a comment and tap “Submit” to continue.



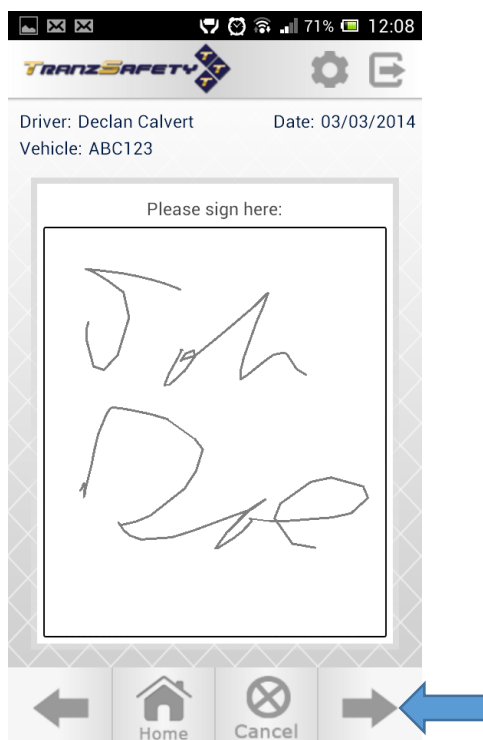
You can add up to 3 photos. Tap as below if you wish to take further photos.



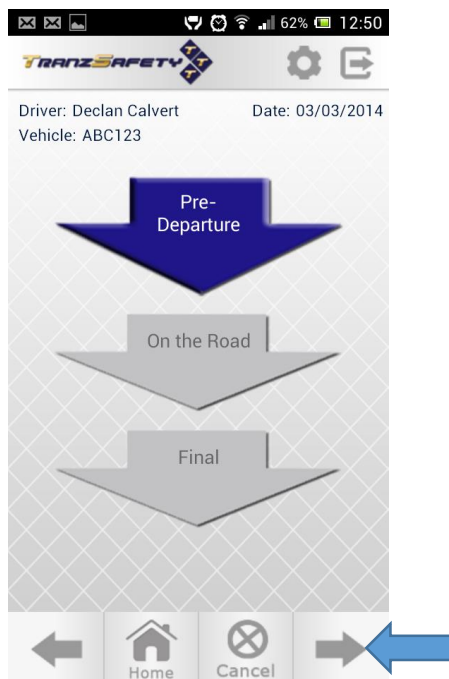
Tap "Yes" and forward arrow to confirm that the vehicle is roadworthy.



Sign your name on screen and tap the forward arrow.



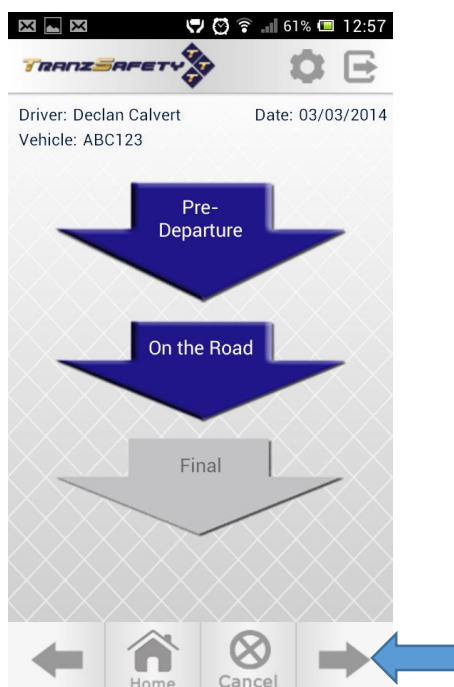
Your “Pre-departure” checks are now complete and the checks should synchronise to the TranzSafety server. If however you do not have an internet connection, this information can be synchronised once internet connectivity is re-established.



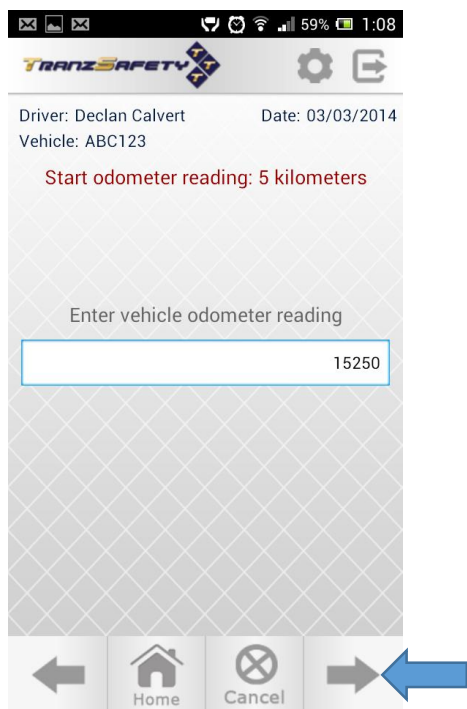
You can now tap the forward arrow to continue to the “On the Road” checks when appropriate.

Please note: Your Company’s Safety checks may be configured in such a way that all checks are to be completed prior to driving. In this case your checks are now complete and you will not see any of the following check screens displayed.

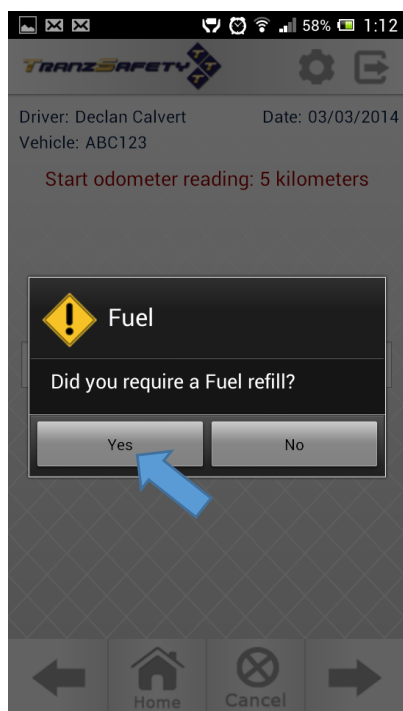
Tap the forward arrow when “On the Road” checks are completed.



Before “Final” checks are completed you must enter end odometer reading and tap forward arrow.

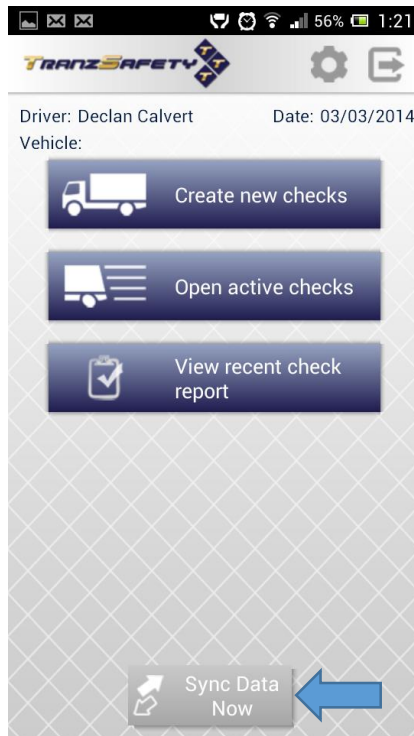


Tap “Yes” if you wish to enter required fuel refill at this point.



Finally confirm and sign the Declaration of Road Worthiness and your checks are complete.

Please Note: If you completed your checks offline (no internet connection) you will need to tap “Sync Data Now” when connection is established in order for the check to be synchronised to the server.



Active Checks

Tap “Open Active Checks” above to view and continue partially completed checks.

Check Reports

Tap “View Recent Check Report” above to view the most recently completed checks.

Tap on the relevant report to view.

Tap “Send” and select preferred option for report export.